APPLY Program

'Keys to Success'

APPLY Process
Keys To Success

Senior Officer APPLY

- Every Officer must validate database billet information by registering on APPLY every year
  - Must apply for at least one billet to be considered for an Interim Fill
  - It is recommended that you apply for ALL 35 billets if possible

- **Submit Remarks** and Billet history on the APPLY website
  - Highlighting experience, quals, and circumstances to the panel during the slating process helps them determine the best officer for billet
  - Every board member sees these remarks and billet history (a letter to the board is only seen by your briefer)

- Submit a letter to the board
  - Highlight missing information
  - Clarify unusual circumstances regarding your record

APPLY Process
Keys To Success

- Certain communities and billets require a resume
  - You **MUST** fill out and submit the resume template to be considered for the billet.

- Indicate that you want to be considered for billets not listed on your dream sheet
  - billets often become available that were not advertised in Apply
  - if you are offered a billet that was not on your dreamsheet, you are not obligated to take it.
  - If you are in a promotion select status, you will vacate your current assignment. If you select this option and your current billet may be filled (so consider not checking this option if you have tenure remaining and only want what is on your dreamsheet)

- Be willing to travel
  - Many units offer flex drill opportunities in order to provide more support to the Supported Command during the week.

APPLY Program Keys To Success

APPLY Phases:

Ranking

- similar to a promotion board in Millington
- record gets briefed and voted on one time
- Goal: rank applicants from the best qualified applicant to the least qualified applicant.
- Board reviews each applicant's record and votes on the officer's potential

Slating

- the best qualified applicant for their top billet choice gets slated to that billet.
- next most qualified person and the process repeats until all the billets are slated
- CO / OIC billets generally tend to be filled first.
  - some CO billets are unofficially viewed as "major command" and get slated fast

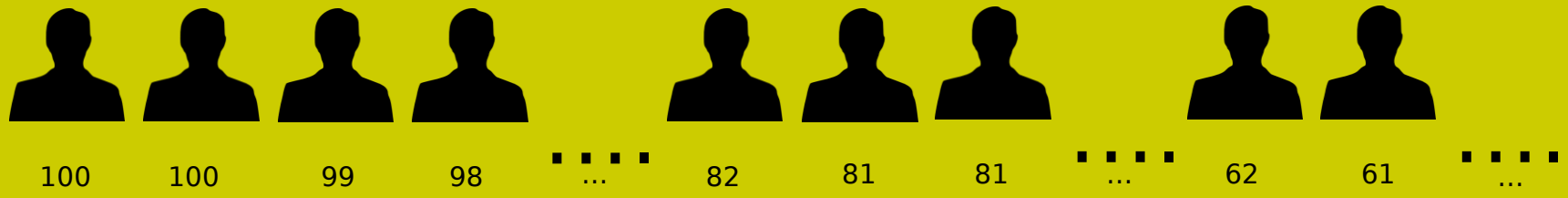
APPLY Phases

Applicant's Record
(Entire Career)

Record Review
(20-40 Minutes)

Brief and Vote
(1 Minute)

RANKING

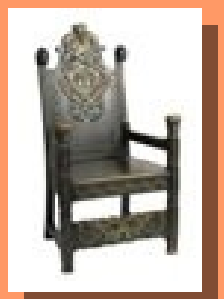


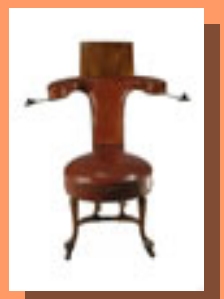
100 100 99 98 ... 82 81 81 ... 62 61 ...

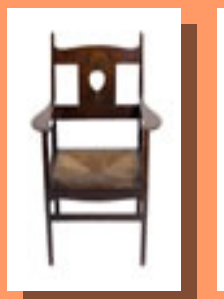
Best & Fully Qualified

Least Qualified

SLATING







Preference #1 Preference #2 ..... Billet Dreamsheet

APPLY Program Keys To Success

Positive Weights

- Proven and Sustained Performance
- Progressive & Diverse Resume
- Breakouts “in traffic”
- Leadership jobs commensurate with rank
- MOB / IA Assignments
- JPME / Advanced Degree(s)
- Competency / Skills in Precept Guidance
- AQDs / NOBCs
- Required Credentials / Civilian Skills
- Letter to Board to explain gaps or adding recent information not in a FITREP
- Awards
- NRAMS / JFROC / SNROOC/ Board Duty
- Command Recommendations
- Good Leadership Marks
- Briefer’s Advocacy & Credibility

Counterweights

Incomplete Record
PFA Failure(s)
Adverse Field Code 17
Whining / Arrogant Letter to Board
Photo out of date
Adverse FITREP(s)
Perceived Sense of Comfort
Question Marks in Record

Proven and Sustained Performance, particularly in command, leadership positions, and difficult joint /in-service assignments outweighs any other factor

Each Voting Member “weighs” these factors based on their professional judgment and experience

APPLY Program
Keys To Success

Officer's Profile

98 CDR JOHN P JONES	1635	3 years 5 months in grade
HERNDON,VA	Clearance: TOP SECRET - SCI	

Current Assignment

NRA/Unit:	NOSC Atlanta GA / NR NAVSEA IG SUP DET
Billet Title:	INTEL BASIC/OON/INV OFF TEAM B
Billet Type:	CDR NON-COMMAND
Tenure Remaining:	1 year/s 3 month/s of tenure remaining
Mobilization Status:	Not Listed

Other Billets

Yes, applicant is willing to travel 500 miles to receive a billet not listed on Dreamsheet.

Qualifications

Remarks | History | Education | NOBCs | AQDs

Remarks section and applicant history can be helpful during Slating

- Certification as Command Performance Inspector Evaluator for Naval Sea Systems Command Inspector General (NAVSEA IG). Four years service in joint billets: CO and XO of NR FLTAIRKEF 1066, providing intelligence and exercise support to the J2 staff of Iceland Defense Force. Current civilian position: Program Manager, supervisor of a five-person team providing engineering and administrative support to the VIRGINIA Class Submarine Program (PMS450) Technical Director and R&D Manager. Fourteen years as program manager and analyst for Navy ACAT I Acquisition Programs (VIRGINIA and SEAWOLF Classes). Seven years as specialist in management training and employee development systems.

Applicant should list all RC and AC assignments and billets.

Billet Choices

Pref	Billet	Desig	Slate
1	CH2954347	1635	
2	CH5434702	1635	
3	CH3472954	1635	
4	CH1628861	1635	
5	CH0908334	1635	
6	CH9494665	1635	
7	XH1239874	1635	
8	XH8855441	1635	
9	CH2398564	1635	
10	XH0864297	1635	
11	CH5684391	1635	
12	CH1829340	1635	

Slated | Deleted

Applicant Tabled at
8/24/2007 3:17:24 PM.
Reason: tenure left

Untable this Applicant

Refresh | Close | Suggest

How to Improve Your Odds

1. Change Your Mindset

- You're "applying" for a job just like in the civilian sector
  - Want Ads
  - Applications
  - Resumes
  - applicant screening, etc.
- Tailor your input to the jobs you are applying for.
- Use the REMARKS section in the online APPLY application to specify your qualifications and experience

2. Know the Game

- Study and understand the guidance in CNRFC NOTICE 5400
  - Follow the rules
- Read last year's PRECEPT

Improving Your Odds

3. Plug any Holes and Gaps

- Gaps in records leave doubt, and lower confidence in your potential.
- Ensure all of your FITREPS are in your record (and in readable format)
- Verify your awards, NOBCs, AQDs, licenses, and credentials are in your record.

4. Write a Letter

- Avoid having your briefer guess about you and your record
- Explain any gaps or unusual circumstances in your record
- Send a letter with missing FITREPS, awards, quals, etc.
- Remember – your letter to the board is NOT viewed during slating

Improving Your Odds

5. Be Honest with Yourself

- Review and grade your record…do you have an “A”, “B”, or “C” record?
- Ask a board-experienced mentor to candidly review and mark up your record
- Develop a career game plan to improve your “stature”

6. Diversify Your Portfolio

- Picking 35 CO billets with a “B” or “C” record will probably not allow you to obtain the billet you are requesting.
- Unless you have an unquestionable “A” record, it might be prudent to pick a spread of “stretch”, “competitive”, and “safe” billets
- Similar to applying to college

Improving Your Odds

7. Fill the Glass Full

- Think about availabilities and probabilities
- If you only pick 5 or 6 billets and they're filled by the time you come up for slating, your record will be automatically tabled
- If qualified for the billet, use all 35 choices on your dreamsheet
- Pick in order of your preference

8. Pick "Chairs" that Fit

- Applying for billets you're clearly unqualified for is equivalent to selecting < 35 choices….it also wastes the board's time
- Reminder: Follow the established rules (see #2)

Improving Your Odds

9. Any Job is Better than No Job

- Lean forward and accept a billet not on your dreamsheet
- Take the job and do it well – it will pay off in the long run
- If it's a Non-command billet, apply next year for the Commanding Officer job you want

10. Planes, Trains & Automobiles

- The more unwilling you are to travel, the lower your odds are of getting a billet (see #9)
- Encompass the nearest Fleet concentration areas

Final Words of Wisdom

11. Take the Tough Jobs

- Remember what has "weight"?
- Proven and sustained performance, <u>particularly in command, leadership positions, and difficult joint/in-service assignments</u> outweighs any other factor
- Think about your priorities

12. VTU Bound?

- Rededicate yourself if you don't receive a billet, and don't sit in the VTU
- Find a unit where you can make a difference, and ask upfront to be competitively evaluated on your performance and potential
- If you do not ask, you shall not receive!

Recommendations

To increase your odds of getting an Apply billet :

- Complete JPME I
- Participate in a Fleet or Joint Exercise
- Apply for NOBCs for which you are qualified
- Complete an Advanced degree
- Fill out Remarks section of APPLY application with scope of experience in AORs and support to the Fleet
- Seek guidance on units/billets and the application process from community mentors!

APPLY Program Keys To Success

JUNIOR OFFICER APPLY INFORMATION

PROGRAM GUIDANCE

BUPERSINST 1001.39F (figure 1-1)

POLICY

Officers with ranks of LCDR and below of the Selected Reserve (SELRES) as defined in figure 1-1 of BUPERSINST 1001.39F are eligible to apply for vacant billets using JOAPPLY.

In order to apply for billets in JOAPPLY, individuals must be within one of the following categories:

a. In Assignment Processing (IAP)
b. In a billet and within 3 months of their PRD
c. In a billet with an expired PRD

APPLY Program
Keys To Success

- Individuals who are not affiliated with the Navy Reserve in a drill-pay status

  (i.e., Regular Navy (REGNAV), Active Duty (ACDU), Individual Ready Reserve (IRR) and VTU) must contact recruiting for assistance with affiliation.

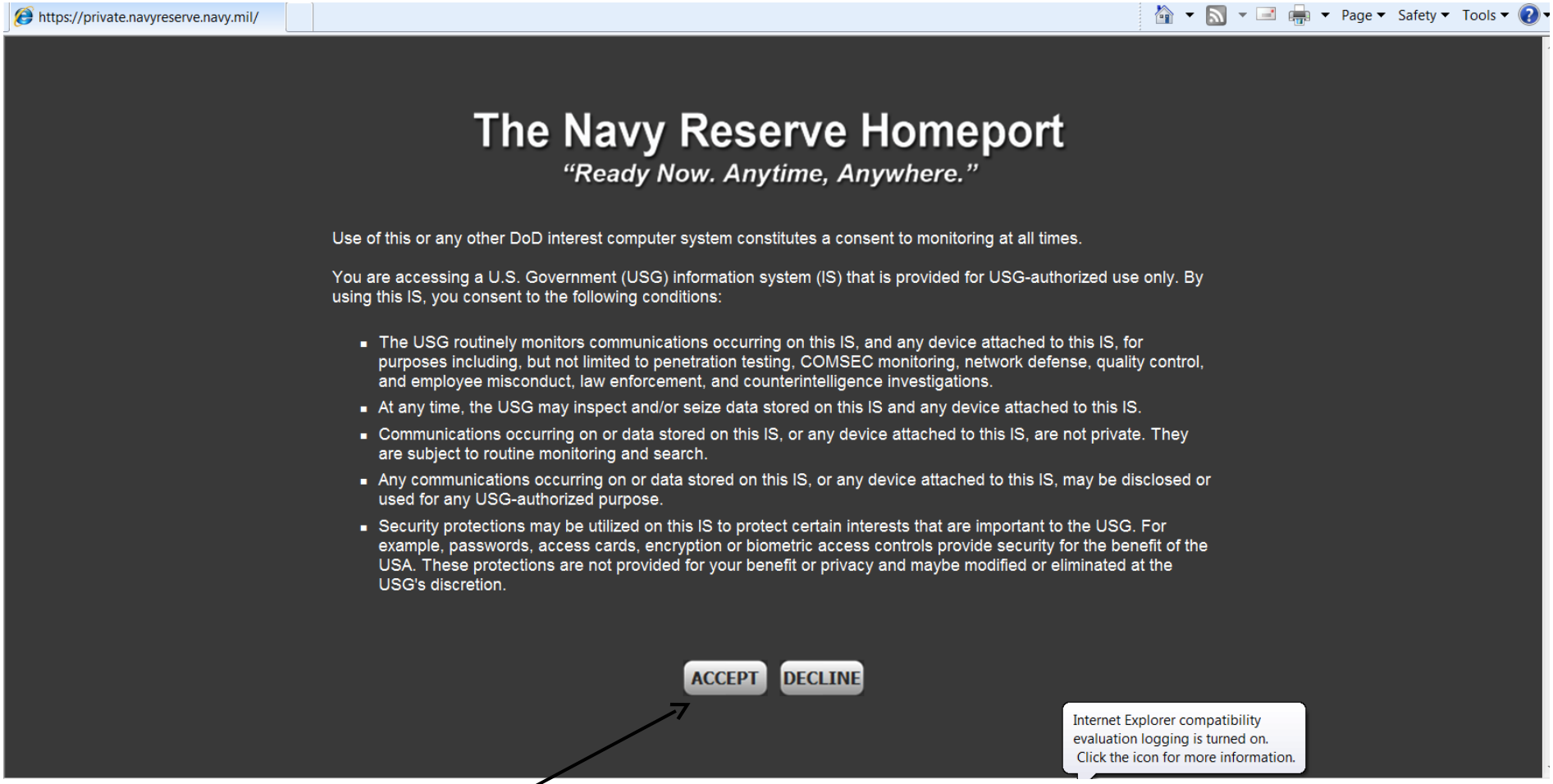
- Personnel IAP over 90 days or with an expired PRD over 90 days will be subject to assignment orders initiated by CNRFC N12.

APPLY Program
Keys To Success

Sign into the Navy Reserve Homeport from the Navy Reserve Public Site:
https://www.navyreserve.navy.mil/Pages/default.aspx

Sign In
The NAVY RESERVE Homeport
"Ready Now. Anytime, Anywhere."
Search
Welcome Aboard
Ready Now Strategic Plan
Reserve Families
Communications
Voting Assistance
ESGR
Welcome Aboard
- About the Navy Reserve
- Join the Navy Reserve
- Leadership
Around the Navy Reserve
- Navy Reserve Podcasts
- News from the Force
- Reserve Updates
- Subscribe to Email Updates
Navy Reserve Sailor
- Navy Individual Augmentee
- Deployment Checklist
- Foreign Language & Culture Program
Navy Reserve Families
- IA Family Handbook
- Family Member Checklist
- Guardian Checklist
- Kids Checklist
- CIAC
- Frequently Asked Questions
- Links for Families
Navy Reserve Employer
- ESGR website
- MSEP-Military Spouse Employment
Around the Navy Reserve
Some Reserve, Guard Members Must Pay Dental Premiums Directly.
TRICARE®
Dental Premiums
< Previous | Pause | Next >
Leadership
(Left Photo) Secretary of the Navy (SECNAV) the Honorable Ray Maybus, Chief of Naval Operations (CNO) Adm. Jonathan Greenert, U.S. Naval Academy Superintendent Vice Adm. Michael Miller, and Ambassador of Ireland to the U.S. Michael Collins watch as the U.S. Navy's Ceremonial Band plays for a gathering of U.S. Naval Academy football supporters. The supporters gathered to wish
Veterans Crisis Line
1-800-273-8255
PRESS 1
Safe Helpline
Help is just a Click, Call or Text away!
CNO's Sailing Directions
NAVY ETHOS
BICENTENNIAL OF THE WAR OF 1812
2012–2015
"Our Flag Was Still There"
TNR Magazine

APPLY Program Keys To Success


https://private.navyreserve.navy.mil/
Page
Safety
Tools
The Navy Reserve Homeport
"Ready Now. Anytime, Anywhere."
Use of this or any other DoD interest computer system constitutes a consent to monitoring at all times.
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions:
The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
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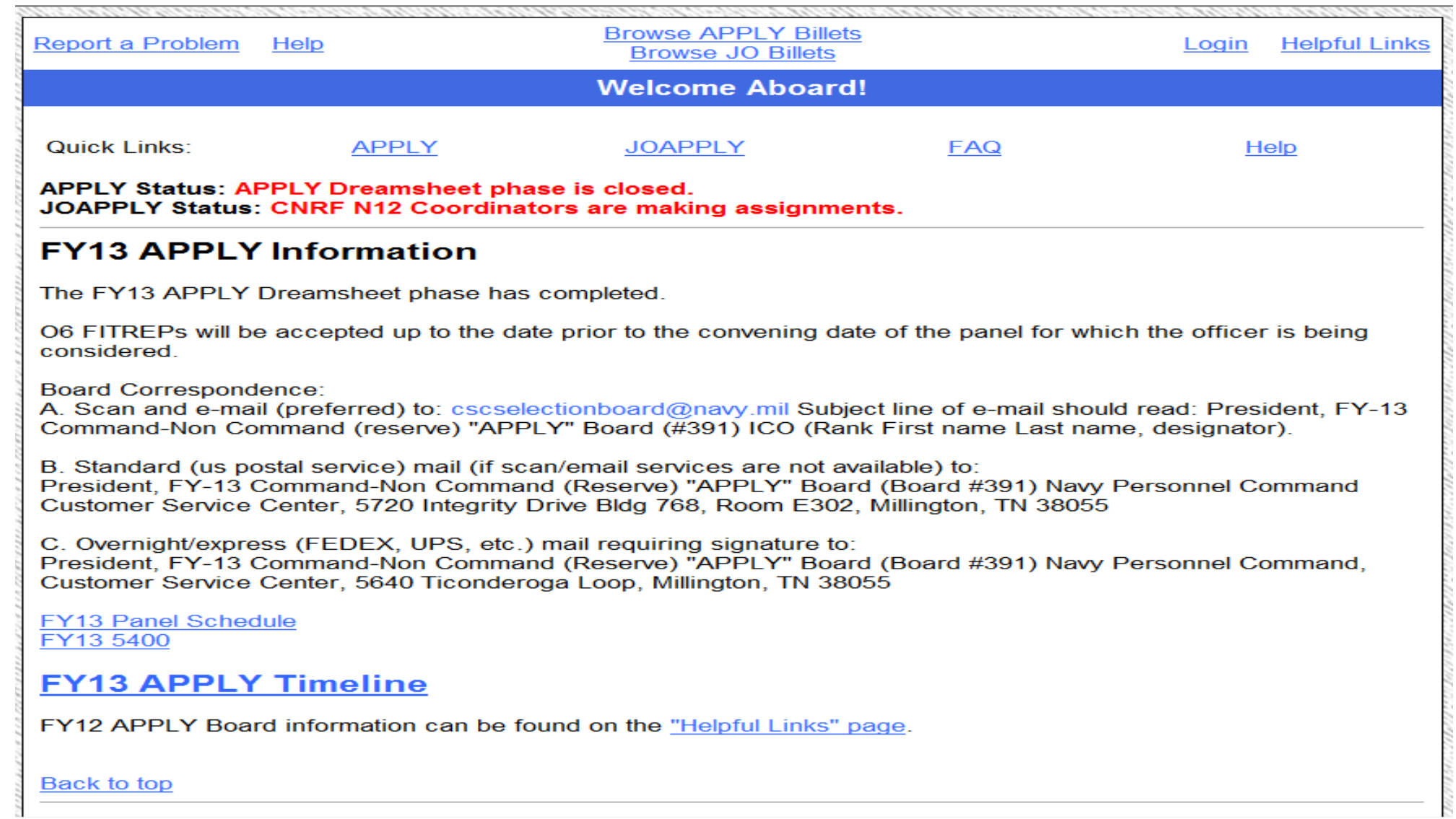
ACCEPT
DECLINE
Internet Explorer compatibility evaluation logging is turned on.
Click the icon for more information.

Click:
Accept

APPLY Program Keys To Success

Click :
Applications/Apply

APPLY Program
Keys To Success



Report a Problem Help | Browse APPLY Billets | Browse JO Billets | Login Helpful Links

Welcome Aboard!

Quick Links: APPLY JOAPPLY FAQ Help

APPLY Status: APPLY Dreamsheet phase is closed.
JOAPPLY Status: CNRF N12 Coordinators are making assignments.

FY13 APPLY Information

The FY13 APPLY Dreamsheet phase has completed.

O6 FITREPs will be accepted up to the date prior to the convening date of the panel for which the officer is being considered.

Board Correspondence:
A. Scan and e-mail (preferred) to: cscselectionboard@navy.mil Subject line of e-mail should read: President, FY-13 Command-Non Command (reserve) "APPLY" Board (#391) ICO (Rank First name Last name, designator).

B. Standard (us postal service) mail (if scan/email services are not available) to:
President, FY-13 Command-Non Command (Reserve) "APPLY" Board (Board #391) Navy Personnel Command
Customer Service Center, 5720 Integrity Drive Bldg 768, Room E302, Millington, TN 38055

C. Overnight/express (FEDEX, UPS, etc.) mail requiring signature to:
President, FY-13 Command-Non Command (Reserve) "APPLY" Board (Board #391) Navy Personnel Command,
Customer Service Center, 5640 Ticonderoga Loop, Millington, TN 38055

FY13 Panel Schedule
FY13 5400

FY13 APPLY Timeline

FY12 APPLY Board information can be found on the "Helpful Links" page.

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APPLY Program
Keys To Success

NOTE:

Junior Officers currently assigned to a billet that need to transfer before their 90-day PRD window due to relocation or unit/billet disestablishing, can do so by clicking on the "Reassignment Request Form" link in their JOAPPLY account menu. All others including IAP officers must apply for billets via JO APPLY.

APPLY Program
Keys To Success

Customer Service and Technical Help information is available on the APPLY Website:

https://www.navyreserve.navy.mil/Pages/default.aspx